



Town of Mashpee

*16 Great Neck Road N.
Mashpee, Massachusetts 02649*

FINANCE COMMITTEE – PUBLIC SESSION
Mashpee Town Hall – Waquoit Bay Meeting Room 1
Thursday, June 16, 2016 – 6:30 PM

CALL TO ORDER

PUBLIC COMMENT

APPROVAL OF MINUTES

- May 2, 2016

COMMUNICATIONS & CORRESPONDENCE

- Notice regarding Association of Town Finance Committee Workshops
- Discussion regarding Mashpee Housing Assistance Program

OLD BUSINESS

NEW BUSINESS

- Reorganization
- Interviews of Candidates for the Finance Committee Vacant Position
6:45 p.m. Sylvester Ryan
7:00 p.m. Andrew McKelvey
7:15 p.m. John Durant

LIAISON REPORTS

ADDITIONAL TOPICS

- This space is reserved for topics that the Chairman could not reasonably anticipate would be discussed.

UPCOMING FINANCE COMMITTEE MEETINGS

ADJOURNMENT

Finance Committee
Minutes
June 16, 2016

Present: Chris Avis, David DelPonte, Terrie Cook, Oskar Klenert, Jeffrey Pettengill
School Committee Liaison George Schmidt
Town Moderator Jeremy Carter

Absent: Mike Richardson

Meeting Called to Order by Chairman Avis at 6:30 p.m.
Mashpee Town Hall, Waquoit Meeting Room

APPROVAL OF MINUTES

May 2, 2016:

Motion made by Mrs. Cook to approve the minutes of Monday, May 2, 2016 as presented.

Motion seconded by Mr. Klenert.

VOTE: Unanimous. 4-0-1.

Roll Call Vote:

Mr. Avis, abstained	Mr. DelPonte, yes	Mrs. Cook, yes
Mr. Klenert, yes	Mr. Pettengill, yes	Opposed, none

COMMUNICATIONS & CORRESPONDENCE

Notice regarding Association of Town Finance Committee Workshops:

For informational purposes the Association of Town Finance Committees held three educational workshops this past May. Reviewed topics included Managing your Debt and Credit, Building a Capital Plan, and Planning For and Making Presentations at Town Meeting.

Discussion regarding Mashpee Housing Assistance Program:

To improve upon transparency and communication, the Finance Committee agreed to invite the Executive Director of the Mashpee Housing Authority to the July Finance Committee meeting. The Housing Authority Chairman and the State appointed representative Francis LaPorte would be invited as well. It was noted the Finance Committee did not vote favorably for the Mashpee Housing Assistance Program at the May Town Meeting as there were questions regarding the intent of the program, and there is still concern with respect to the financing of the program after the closure of three year term. The program received an overwhelming vote in support of the CPA project at Town Meeting. To further understand the program, it was agreed the invitation would be extended, and questions regarding the program would be compiled and forwarded to the Housing Authority in advance of a future meeting.

Finance Committee
Minutes
June 16, 2016

NEW BUSINESS

Reorganization:

Due to the lack of a full voting quorum it was determined the reorganization of the Finance Committee would be deferred to the July 21st meeting.

Interviews of Candidates for the Finance Committee Vacant Position:

Members of the Finance Committee conducted the interview process to consider a candidate for the vacant Finance Committee position. In accordance with the mandates of the Town Charter, the Finance Committee makes a recommendation to the Town Moderator who in turn makes the final decision for appointment. Jeremy Carter, the Town Moderator participated in the review process. Three candidates interviewed for the open position.

Sylvester Ryan:

Sylvester Ryan indicated he is currently the President and CEO of Sky Rise an advertising and marketing firm. Mr. Ryan submitted an extensive resume with over thirty years' experience in logistics, management, training and leadership. From 1984 until 2005 Mr. Ryan served in the United States Army serving in Iraq and in Korea. During this time Mr. Ryan has held a variety of positions in the military which included logistics, and budgeting.

For the past eleven years Mr. Ryan has been retired from military service. He has recently secured an MBA from the University of Phoenix. Mr. Ryan indicated he has a keen interest in getting involved in the Mashpee community and in particular serving on the Finance Committee.

When asked if he is available to attend budget meetings, Mr. Ryan stated he is self-employed and has flexibility to devote to the position which includes attending additional budget meetings. It was noted that Finance Committee members also serve as liaisons to respective departments. During the budget process there may be several meetings during the week, and it is necessary for a finance member to be well versed on the issues. Mr. Ryan related that he has time to devote to the position.

It was also disclosed the Finance Committee is strictly an advisory to the legislative body of the town which is Town Meeting. Mr. Ryan indicated he is aware of this and has reviewed the organizational chart online.

Finance Committee
Minutes
June 16, 2016

Sylvester Ryan: (continued)

To conform to the requirements of the HOME Rule Charter, the Finance Committee is also required to send a report to every registered voter in the Town of Mashpee. Town Meetings are held in May and in October. In May, the warrant is largely comprised of finances and in October the warrant tends to contain more zoning matters. In preparation for the May Financial Report detailed financial reporting, debt schedules, and tax rates are fully defined. Mr. Ryan was asked if he has experience with financial reporting. In response Mr. Ryan indicated he has financial reporting experience within the private sector, but not for municipalities. Mr. Ryan stated he is hopeful to learn more about municipal finance when he is involved in the process.

Mr. Ryan was asked if he has participated in any community activities. Mr. Ryan responded by stating he has devoted a lot of time in securing his MBA this past August so much of his focus has been on his studies and with work. Mr. Ryan noted he has had communication with the Town Clerk and with the Tax Collector's Office on occasion. Mr. Ryan added when he resided in the Town of Plymouth he was a volunteer and became a president of a non-profit organization for its senior citizens.

When asked if there were three different board openings and which would he choose to serve, Mr. Ryan stated he would have preference to select the Finance Committee.

Andrew McKelvey:

Finance Committee candidate Andrew McKelvey did not submit a resume but expressed his desire to serve on the Finance Committee for the Town of Mashpee. Mr. McKelvey indicated he has lived in Mashpee since the end of 2010. Mr. McKelvey has two sons who have been enrolled in the Mashpee school system.

Mr. McKelvey indicated he is familiar with spreadsheets and budgets. Mr. McKelvey stated he has served as a Pastor for several churches. In Mashpee, Mr. McKelvey recently served on the Town's Waste Management Committee. Currently, Mr. McKelvey volunteers at the Mashpee Senior Center, teaching computer lessons and has a desire to continue to serve his community.

Mr. McKelvey indicated his schedule is flexible as it relates to availability. With a son in the 10th grade, he has no plans to leave during the winter months. Mr. McKelvey stated he is looking to better serve his town, to make life better for the town and to see where funds are being expended. Mr. McKelvey understands a Finance Committee member serves as an advisory role.

Finance Committee
Minutes
June 16, 2016

Andrew McKelvey: (continued)

When asked if he had any legacy relationships that may impede him from his responsibilities, Mr. McKelvey stated he does not have any legacy relationships, and he is fair, imbalanced and impartial.

When asked of the flexibility of his schedule to attend several meetings per month some of which are held during the day Mr. McKelvey indicated he is totally open during most days, and has the ability to be flexible with his schedule.

When asked of his hobby, Mr. McKelvey stated he enjoys coin collecting and history. He likes genealogy, and has recently discovered that he has roots in this area. Mr. McKelvey is previously from North Carolina.

Mr. McKelvey noted that he has attended several school committee meetings and has spoken on a variety of issues. Recently Mr. McKelvey wrote a letter regarding the service of the teachers who helped his son to graduate from the Mashpee High School. Regarding the Finance Committee Mr. McKelvey noted he has watched the meetings on television. In closing Mr. McKelvey indicated his service on the Finance Committee would be a learning curve; however it would assist him in gaining knowledge and experience on the workings of the town. This type of service would help him to improve upon his own self as well.

John Durant:

John Durant submitted his resume citing extensive experience in financial operations. Mr. Durant was a Chief Financial Officer for a leading non-profit. He also held this position for Building 19 where he formulated and administered accounting practices throughout their 14 stores and 3 warehouses.

Mr. Durant was asked if his time requirements would impede his ability to attend meetings. In response Mr. Durant indicated he would most likely take a few weeks off during the winter since he has family in Florida. Mr. Durant stated that he moved to Mashpee in November, and enjoys the Mashpee community. Mr. Durant indicated that although he is still involved in consulting, he would have the time to devote to this community. Mr. Durant noted he was a treasurer of a hockey association, but it was not a major commitment. At the time he was very involved in his work and did not have available time to serve on committees.

Mr. Durant indicated he has no real experience with finance committees, but has worked in the area of finance in different business sectors. Mr. Durant stated that he is also knowledgeable in strategic planning.

Finance Committee
Minutes
June 16, 2016

John Durant: (continued)

When asked of what he may be seeking to get out of this committee Mr. Durant responded by stating he enjoys to be challenged, and he would use his experience to get positive results. Mr. Durant added that he often leans on common sense to get results. Mr. Durant also noted that he has worked with others who have had differences.

In closing, the Town Moderator indicated there is one vacancy on the seven member Finance Committee. He asked if any of the candidates would be interested in the next opening. Often there are times when one resigns or takes on a new career change. Mr. Carter asked if the candidates were willing to sit in the audience and listen. Mr. Ryan gave preference to the appointment, but said he would be open, while Mr. Durant stated he has a hard time not being involved. It was noted that Finance Committee member DelPonte was interviewed, but was not appointed in the first round. He did attend meetings to gain knowledge, and was appointed for the next open seat.

Mr. Carter indicated that by Charter, he is the appointing authority. However, it is most likely his decision would follow the recommendation of the Finance Committee.

LIAISON REPORTS

Schools: School Committee liaison George Schmidt indicated that Don Myers was re-elected and will serve as School Committee Chairman for an additional year.

Mr. Schmidt was recently nominated to serve as liaison to the Finance Committee and served previously as a Finance Committee member.

It was reported the School Committee has been discussing the replacement window project at the Quashnet Schools. It was disclosed this is anticipated to be a \$1.9 million project. If Mashpee is selected to participate in the accelerated program, the Massachusetts School Building Assistance Bureau (MSBA) would offer reimbursement at a rate of approximately 1/3 of the project cost. At this time the School Committee has voted to fund the schematic design study, a cost of \$50,000 to support the project in moving forward.

It was not clear if the Planning & Construction Committee has met to prioritize this project. Mr. Schmidt explained the Town has moved forward on the list of MSBA projects and received the invitation from the state last month to participate in the accelerated repair program.

Finance Committee
Minutes
June 16, 2016

Schools: (continued)

It is anticipated the \$1.9 million project would be appropriated at the fall town meeting. In the process, as the bills are submitted the invoices are reimbursed by the state allocation rate. The Town would not have to wait until the project is complete to receive reimbursement funds. However, it was noted the 1/3rd contribution is a rough estimate. With the debt coming off the Mashpee High School in 2018, there have been discussions with regards to bonding the project. Mr. Schmidt reported a meeting is planned to be held next week with the respective parties with respect to this regard.

Finance Committee member Cook serving as a member of the Capital Improvement Program (CIP) Committee indicated the CIP should be notified and involved in the process. It was noted the commitment level of the School Department is not known to date. Under the mandates of the Town Charter all maintenance assumptions derive from the Town and not the schools. The Town has requested an arrangement with the schools to jointly fund the project and the School Business Administrator is reviewing options regarding the use of School Choice funds and other possible funding options. It was noted that one year ago the project estimate was \$1.7 million.

The lead time required for the windows installation is during the summer months when school is not in session. Chairman Avis strongly suggested the Town develop a contingency plan and explore grant funding options to offset costs. A brief discussion followed regarding future plans that may be intended for the use of the 40-year building. It has been 27 years since the Coombs School was constructed. With declining enrollment, there is a possibility the schools may combine.

UPCOMING FINANCE COMMITTEE MEETINGS

Tuesday, July 21st 6:30 p.m. – Mashpee Town Hall, Waquoit Meeting Room
Recommendation of Finance Committee candidate to Town Moderator
Reorganization

ADJOURNMENT

Motion made by Mr. Klenert to adjourn at 7:41 p.m.

Motion seconded by Mrs. Cook.

VOTE: Unanimous. 5-0.

Roll Call Vote:

Mr. Avis, yes	Mr. DelPonte, yes	Mrs. Cook, yes
Mr. Klenert, yes	Mr. Pettengill, yes	Opposed, none
		Respectfully submitted,

Kathleen M. Soares/Finance